

Microsoft PowerPoint 2007

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Educational Technology Center

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Resources for this class can be found at http://www.davis.k12.ut.us/district/etc/documents/pwrpt_beg_doc.html

PowerPoint Presentations on the Web

Sample PowerPoint Presentations from Davis School District

- Sample PowerPoint presentations are available on the web from Davis School District.
- Open the Internet.
- In the address line, enter <http://www.davis.k12.ut.us/district/etc/powerpoint.html>
- Press the **Enter** key.

Finding Presentations on the Web through Google

- Open the Internet and go to <http://www.google.com>
- Click on **Advanced Search**.
- Enter words or phrases to describe desired results.
- On the **File Format** line, click on the down arrow and choose **Microsoft PowerPoint (.ppt)**.
- Click on the **Google Search** button at the top.



Playing a PowerPoint Presentation on the Web

- Navigate to the **PowerPoint** presentation.
- Click on the link.
- Click on the **Open** button.
- The presentation opens in PowerPoint 2007

Saving a PowerPoint Presentation

- Navigate to the **PowerPoint** presentation.
- Click on the **link**.
- Click on the **Save** button.
- Navigate to the location where the presentation is to be saved.
- Notice the name of the presentation and change if desired.
- Click on the **Save** button.

Starting PowerPoint

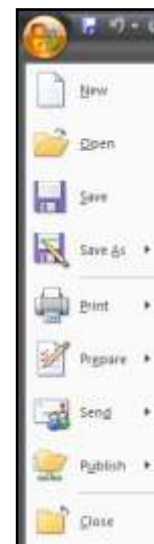
- On the **Start** button, click on **All Programs** → **Microsoft Office** → **Microsoft PowerPoint**.

Opening a Presentation

- Click on the **Microsoft Office Button** and then click on **Open**.
- Navigate to the location of the **PowerPoint** file.
- Choose the name of the file and click on the **Open** button.

Microsoft Office Button

- The **Microsoft Office Button** is in the top left corner of the window and provides access to open, save, and print documents.
- Click on the **Microsoft Office Button** and then click on the desired option.
- Menu options with an arrow have additional choices available in the area to the right.
- The **PowerPoint Options** button at the bottom of the window allows the user to make adjustments to PowerPoint such as color scheme, display options, AutoCorrect options, and spelling.

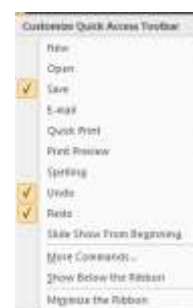


Quick Access Toolbar

- The **Quick Access Toolbar** is just to the right of the **Microsoft Office Button**.
- When the cursor is over a button, the name of the button is displayed.
- The options available when **Microsoft Office 2007** is first installed include Save, Undo, and Redo.

Customizing the Quick Access Toolbar

- To add an item, click on the **Customize Quick Access Toolbar** drop down arrow at the end of the **Quick Access Toolbar** and click on the desired item.
- Options with a check mark in front of them are displayed on the **Quick Access Toolbar**.
- To remove a button, click on the **Customize Quick Access Toolbar** drop down arrow at the end of the **Quick Access Toolbar** and click on the desired item. (This removes the checkmark from in front of the item.)
- To add a command button from the **Ribbon**, right click on the desired command button and choose **Add to Quick Access Toolbar**.
- To remove a command button that has been added to the **Quick Access Toolbar**, right click on the button on the **Quick Access Toolbar** and choose **Remove from Quick Access Toolbar**.



Changing the Order of the Buttons on the Quick Access Toolbar

- Click on the **Customize Quick Access Toolbar** drop down arrow at the end of the **Quick Access Toolbar** and choose **More Commands...**
- In the column on the right below **Customize Quick Access Toolbar**, click on the item to be moved.
- To move the item up, click on the up arrow at the right.
- To move the item down, click on the down arrow at the right.
- Click on **OK**.



Position of the Quick Access Toolbar

- The **Quick Access Toolbar** is usually located to the right of the **Microsoft Office Button**.
- To place the **Quick Access Toolbar** below the **Ribbon**, click on the **Customize Quick Access Toolbar** drop down arrow and choose **Show Below the Ribbon**.
- To place the **Quick Access Toolbar** back next to the **Microsoft Office Button**, click on the **Customize Quick Access Toolbar** drop down arrow and choose **Show Above the Ribbon**.

The Ribbon



- The **Ribbon** runs across the top of the window.
- The **Ribbon** consists of 3 types of items.
 - **Tabs** – This is the main level and includes Home, Insert, Page Layout, etc.
 - **Groups** – Each tab has several groups that show related items together.
 - **Commands** – A command is a button in a group or an item in a list.
- Some tabs are only available when a particular item is selected. For example, the **Picture Tools** tab is only shown when a picture is clicked on.

Using the Ribbon

- Click on the desired tab.
- The commands under each tab are grouped. The name of the group is at the bottom.
- Some groups have a **Dialog Box Launcher** button which opens the dialog box with more commands.



Minimizing/Restoring the Ribbon

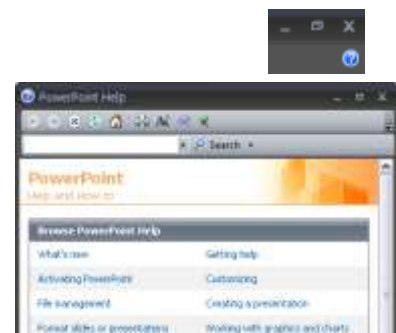
- To minimize the **Ribbon**, click on the **Customize Quick Access Toolbar** drop down arrow and choose **Minimize the Ribbon** (a checkmark is now displayed in front of **Minimize the Ribbon**)
 - OR double click on the currently selected tab on the **Ribbon**.
- To display the **Ribbon**, click on the **Customize Quick Access Toolbar** drop down arrow and choose **Minimize the Ribbon** (the checkmark in front of **Minimize the Ribbon** is removed.)
 - OR double click on the currently selected tab on the **Ribbon**.

Keyboard Shortcuts

- Press the **Alt** key on the keyboard to display the keystrokes for the tabs.
- Press the desired key such as **H** for the **Home** tab.
- Continue pressing the indicated keys and/or down arrow to make the desired choices.
- To remove the keystroke markers from the screen, press the **Alt** key.

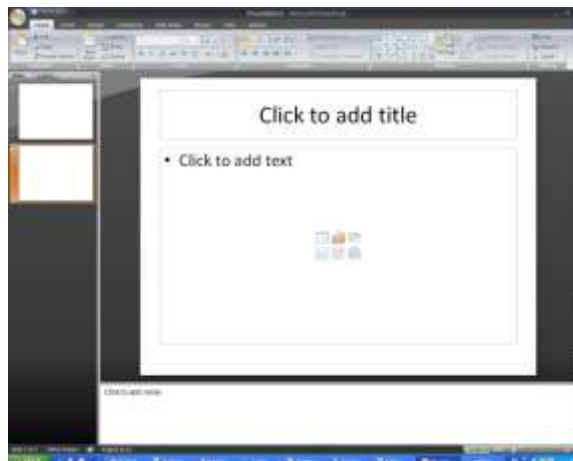
Help

- Click on the **Microsoft Office PowerPoint Help** button in the top right corner.
- Type the desired word in the search box and then press the **Enter** key.
- Choose the desired topic from the ones displayed.
- To research another topic, enter the desired word in the search box and then press the **Enter** key.
- **Note** – An active Internet connection will find more results.



Outline and Slides Pane

- On the left side is the **Outline and Slides Pane**.
- The **Outline tab** displays an outline of the presentation.
 - Text can be entered directly into the outline.
- The **Slide tab** shows thumbnails of each slide.
 - Click on the desired slide to display it in the **Slide Pane**.
- Click on the X at the top right corner of the pane to close it.
- To bring the pane back, on the **Ribbon**, click on **View** tab and in the **Presentations Views** group, click on the **Normal** button.



Slide Pane

- In the middle of the screen is the **Slide Pane**.
- This is the working area most people use.

Notes Pane

- At the bottom is the **Notes Pane**.
- Notes for the presenter can be entered in the **Notes Pane**.
- Notes are associated with the slide that is showing.
- **Note** – The notes do not show up when viewing the slide show. There is an option to print the notes.

Changing the Size of the Panes

- Place the cursor over the line that divides the panes. (The cursor changes to a two-headed arrow.)
- Click and drag to the desired size.








Zooming in on the Slide in Normal View

- The **Zoom** bar is in the bottom right corner of the window.
- Click on the **Zoom** slider and drag it until the slide is the desired size.
- To make full use of the size of the Slide Pane, click on the **Fit slide to current window** button to the right of the **Zoom** slider.



Changing the View

- The view of the window can be changed with buttons at the bottom right of the **Outline and Slides Pane**
- OR on the **Ribbon**, click on the **View** tab and in the **Presentation Views** group, click on the desired view.

Ribbon Button	Button	Name	Description
		Normal View	Click on this button to see the three panes.
		Slide Sorter View	Click on this button to see thumbnails of the slides. Double click on a slide to open it in the Slide Pane.
		Notes Page	Click on this button to see the presentation with notes for each slide.
		Slide Show View	Click on this button to play the show starting with the slide that is currently selected.

Slide Sorter View

- To change the order of the slides, click and drag a slide to the new location
- OR** Cut and Paste:
 - Right click on the slide to be moved and choose **Cut**.
 - Right click on the slide at the desired location and choose **Paste**.
 - The new slide will be pasted **after** the selected slide.
- To change the size of the thumbnails, click on the slider of the **Zoom** bar and drag it to adjust the thumbnails to the desired size.



Viewing the Slide Show in Play Mode

- On the **Ribbon**, click on the **Slide Show** tab and in the **Start Slide Show** group click on the **From Beginning** button or the **From Current Slide** button. (Press **F5** to play the slide show from the beginning.)
- OR** to play the slide show from the current slide, click on the **Slide Show** button located at the bottom right of the window.



Tips and Tricks - Playing the Slide Show

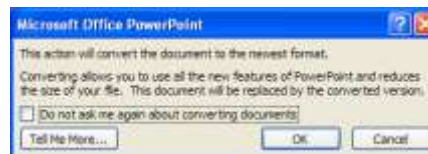
Keyboard Specials			
Action	Keystroke	Action	Keystroke
Previous Slide	Left Arrow key or Page Up key	Next Slide	Right Arrow key, Spacebar key, Page Down key, or Enter
Go to the first slide	Home key	Go to the last slide	End key
Stop the slide show	Esc key		

Converting from Older Versions

- Microsoft Office 2007 can open documents created in all previous versions of PowerPoint. Previous versions will be opened in **compatibility mode**. (You will know if a document has been opened in compatibility mode because it will say “compatibility mode” next to the name of the file on the title bar.)
- Documents that have been opened in compatibility mode may not have the same features on the Ribbon as documents created in or converted to the Microsoft Office 2007 version, i.e. instead of SmartArt Graphics, it may be Design Gallery objects.
- Documents created in previous versions of Microsoft Office can be converted to the Microsoft Office 2007 version. An advantage for converting documents to the newest version is that it will give you access to all the new features.

Converting from Older Versions

- To convert an open document:
 - Click on the **Microsoft Office Button** and choose **Convert**.
 - Click on **OK**.



Using the Mouse during a Presentation

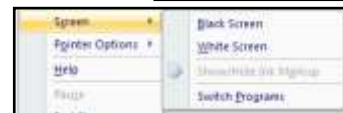
- Right clicking on the slide brings up slide show options.

Go to Slide

- You can go directly to a particular slide in the presentation.
- Right click on the slide.
- Click on **Go to Slide** → and choose the desired slide from the list.

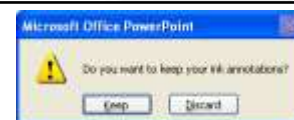
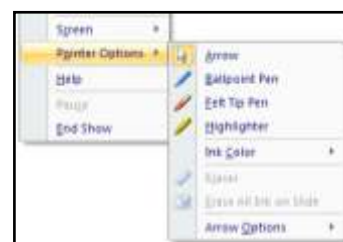
Black or White Screen

- The presentation can be paused by bring up a black or a white screen.
- Right click on the slide.
- Click on **Screen** → and choose **Black Screen** or **White Screen**.
- To return to the presentation, right click and click on **Screen** → **Unblack Screen** or **Screen** → **Unwhite Screen**.



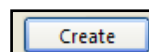
Annotations

- Annotations (notes) can be made on a slide.
- Right click on the slide.
- To write with a fine line, click on **Pointer Options** → **Ballpoint Pen**.
- To write with a bold line, click on **Pointer Options** → **Felt Tip Pen**.
- To highlight text, click on **Pointer Options** → **Highlighter**.
- Make the desired annotations.
- To return to normal, right click and click on **Pointer Options** → **Arrow**.
- When the presentation is closed, click on the **Keep** button to keep the annotations or click on the **Discard** button to remove them.



Starting a Blank Presentation

- Starting PowerPoint opens a new presentation OR
- Click on the **Microsoft Office Button** and then click on **New**.
- In the **Templates** pane, click on **Blank and Recent**.
- In the **Blank and Recent** pane, click on **Blank Presentation**.
- Click on the **Create** button.



Applying and Customizing a Theme

- On the **Ribbon**, click on the **Design** tab.
- In the **Themes** group, click on the **More** button located to the far right of the thumbnails.
- Click on the desired theme.
 - **Note** – Holding the cursor over a theme without clicking displays the slide with the theme. This also applies to each of the choices mentioned below.
- In the **Background** group, click on the **Background Styles** button and choose the desired background.
- In the **Themes** group, click on the **Colors** button and choose the desired color scheme.
- In the **Themes** group, click on the **Fonts** button and choose the desired font theme.
- In the **Themes** group, click on the **Effects** button and choose the desired effect.

Applying a Theme to Selected Slides

- Click on the slide the theme is to be applied to.
- To select more than one slide, hold down the **Control** key and click on the additional slides.
- Click on the **Design** tab.
- In the **Themes** group, right click on the desired theme and choose **Apply to Selected Slides**.

Adding More Slides

- Click on the slide thumbnail where the new slide should go.
 - The new slide will be inserted **after** the selected slide.
- On the **Ribbon**, click on the **Home** tab.
- In the **Slides** group, click on the down arrow of the **New Slide** button and click on the desired layout for the new slide.

Changing the Layout of a Slide

- Click on the slide thumbnail to be changed.
- On the **Ribbon**, click on the **Home** tab.
- In the **Slides** group, click on the **Layout** button and choose the desired layout.

Entering Text

Entering a Title

- Click on the title/subtitle field on the slide.
- Enter the text.
- Click outside of the text field when finished.

Entering Bullets

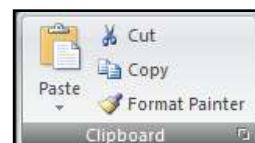
- See **Bulleted and Numbered Lists** on page 11.

Cutting and Pasting Text

- Select the text to be moved.
- Press **Ctrl X**
- **OR** on the **Ribbon**, click on the **Home** tab.
 - In the **Clipboard** group, click on the **Cut** button.
- Click where the selected text is to be moved.
- Press **Ctrl V**
- **OR** on the **Ribbon**, click on the **Home** tab.
 - In the **Clipboard** group, click on the **Paste** button.

Copying and Pasting Text

- Select the text to be copied.
- Press **Ctrl C**
- **OR** on the **Ribbon**, click on the **Home** tab.
 - In the **Clipboard** group, click on the **Copy** button.
- Click where the selected text is to be copied.
- Press **Ctrl V**
- **OR** on the **Ribbon**, click on the **Home** tab.
 - In the **Clipboard** group, click on the **Paste** button.



Spell Check

Right Click Correct

- Right click on the word in question. (The word is marked with red underscore.)
- Select from the words at the top of the box
- **OR** on the **Ribbon**, click on the **Review** tab.
 - Click on **Spelling** and use the **Spell Checker** as noted below.



Using the Spell Check

- On the **Ribbon**, click on the **Review** tab.
- In the **Proofing** group, click on the **Spelling** button.
- Click on the **Ignore** button to leave the spelling of a word as it is.
- To change the spelling of a word, choose the correct spelling from the list of **Suggestions** and click on the **Change** button.
- Click on the **Close** button when finished.



Saving the Slide Show

- Click on the **Microsoft Office Button** and then click on the **Save As...** button.
- Enter a title for the slide show.
- Be sure to notice where you are saving the slide show.
- Click on the **Save** button.

Saving to a Previous Version

- Files created with **PowerPoint 2007** can be opened and worked on in the older versions, but a plugin is required.
- Click on the **Microsoft Office Button** and then click on **Save As**.
- Check the name of the slide show and make changes as needed.
- In the **Save as** type box, click on the down arrow and choose **PowerPoint 97-2003 Presentation**.
- Click on the **Save** button.

Text Boxes

Creating a Text Box

- On the **Ribbon**, click on the **Insert** tab.
- In the **Text** group, click on the **Text Box** button.
- Click and drag on the slide to create the text box.
- **Note** – A text box cannot be created within another text box.

Moving a Text Box

- Click in the text box.
- Move the cursor to the edge of the box.
- **Note** - The cursor changes to a four-headed arrow.
- Click and drag the box to the desired location.

Resizing a Text Box

- Click in the text box.
- Move the cursor to a corner of the box. (The box at the corner is called a handle.)
- **Note** - The cursor changes to a two-headed arrow.
- Click and drag to change the size of the box.

Deleting a Text Box

- Click in the text box.
- Click on the border of the text box.
- Press the **Delete** key on the keyboard.

Text Appearance

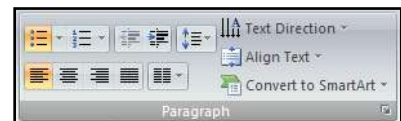
Changing the Font and Font Attributes

- Highlight the text.
- On the **Ribbon**, click on the **Home** tab.
- In the **Font** group, choose the desired font, font style, font size, or font color.
 - **Note** – The font size can also be changed by using the **Increase Font Size** and the **Decrease Font Size** buttons.
- **OR** on the **Ribbon**, click on the **Home** tab.
- In the **Font** group, click on the **Dialog Box Launcher** button located in the bottom right corner.
 - Choose the desired font, font style, font size, or font color.
 - Click on **OK**.
- **Note** - Some resizing of the font takes place automatically as more text is added to a slide.



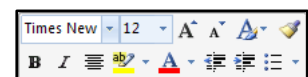
Changing Text Justification

- Highlight the text.
- On the **Ribbon**, click on the **Home** tab.
- In the **Paragraph** group, choose the desired alignment.



Mini toolbar

- The **Mini** toolbar is a semi-transparent toolbar which appears when text is selected.
- Highlight text to be formatted.
- Use the buttons on the **Mini** toolbar to make the desired changes to the text.
- If the **Mini** toolbar has disappeared, right click on the highlighted text to bring up the **Mini** toolbar.



Bulleted and Numbered Lists

Entering Bullets

- Click on the bullet text field.
- Type the desired text.
- Press the **Enter** key to move to the next bullet.
- Press the **Tab** key to create sub-bullets
- **OR** on the **Ribbon**, click on the **Home** tab.
 - In the **Paragraph** group, click on the **Increase Indent** button.
- To decrease the indentation, hold down the **Shift** key and press the **Tab** key
- **OR** on the **Ribbon**, click on the **Home** tab.
 - In the **Paragraph** group, click on the **Decrease Indent** button.



Turning off Bullets or Numbering

- Click in the line of text that is bulleted or numbered.
- On the **Ribbon**, click on the **Home** tab.
- In the **Paragraph** group, click on the **Bullets** button to turn off bullets.
- In the **Paragraph** group, click on the **Numbering** button to turn off numbering.

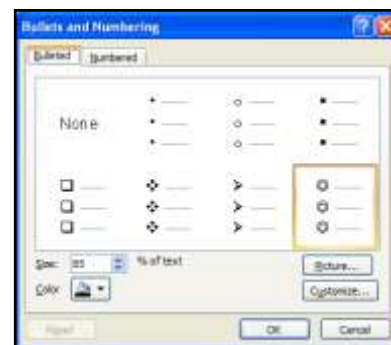


Switching between Bullets and Numbering

- Highlight the desired text or click in the line of text.
- On the **Ribbon**, click on the **Home** tab.
- In the **Paragraph** group, click on the **Numbering** button to change to numbering.
- In the **Paragraph** group, click on the **Bullets** button to change to bullets.

Modifying Bulleted or Numbered Lists

- Highlight the desired text.
- On the **Ribbon**, click on the **Home** tab.
- In the **Paragraph** group, click on the **Bullets** down arrow and then click on **Bullets and Numbering....**
- **For bulleted text:**
 - Click on the **Bulleted** tab.
 - Click on the desired type of bullets.
 - Click on the **Customize** button for more options.
 - **Note** - Choosing a different font will give other choices for bullets, (i.e. Wingdings, etc.)
 - Click on **OK**.
 - Adjust the **Size** as desired.
 - Change the color of the bullet as desired.
 - Click on **OK**.
- **For numbered text:**
 - Click on the **Numbered** tab.
 - Choose the desired type of numbering.
 - Adjust the **Size** as desired.
 - Change the color of the numbering as desired.
 - Click on **OK**.



Changing Line Spacing

- Highlight the text to be changed.
- On the **Ribbon**, click on the **Home** tab.
- In the **Paragraph** group, click on the **Line Spacing** button and change the line spacing as desired.
- **OR** on the **Ribbon**, click on the **Home** tab.
 - Click on the **Line Spacing** button and choose **Line Spacing Options**.
- In each of the sections, make the desired adjustments.
- **Note** - The **Before paragraph** and **After paragraph** choices in the **Spacing** section separate bulleted items and paragraphs.
- Click on **OK**.



Changing the Slide Master

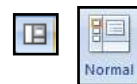
- Making changes to the Slide Master affects the entire presentation.
- On the **Ribbon**, click on the **View** tab.
- In the **Presentation Views** group, click on the **Slide Master** button.
- The **Slide Pane** on the left displays the types of slides used in the presentation.
- Holding the cursor over a slide type displays the name of the layout and the number of slides in the presentation using that layout.
- Click on the desired **Slide Master**.
- Click on the parts of the slide that are to be changed and make the changes.
 - Changes might include the font style, font size, bullet symbols and colors, etc.
- On the **Ribbon**, click on the **Slide Master** tab.
- In the **Close** group, click on the **Close Master View** button.
- **Note** – Changes made before editing the **Master Slide** will not be affected.



Modifying the Presentation

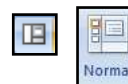
Arranging the Slides

- **Slide Sorter View**
 - Click on the **Slide Sorter** button at the bottom right of the window
 - **OR** on the **Ribbon**, click on the **View** tab, and in the **Presentation Views** group, click on the **Slide Sorter** button.
 - Click on the slide to be moved and drag it to the new location.
 - **Note** - As the slide is dragged to the new location, a vertical bar will show where the slide will go when the mouse button is released.
- **Normal View**
 - Click on the **Normal** button at the bottom right of the window
 - **OR** on the **Ribbon**, click on the **View** tab, and in the **Presentation Views** group, click on the **Normal** button.
 - In the **Slide Pane**, click on the slide to be moved and drag it to the new location.
- **Cut and Paste**
 - Right click on the slide to be moved and choose **Cut**.
 - Right click on the slide at the desired location and choose **Paste**.
 - The new slide will be pasted **after** the selected slide.



Deleting a Slide

- **Slide Sorter View**
 - Click on the **Slide Sorter** button at the bottom right of the window
 - **OR** on the **Ribbon**, click on the **View** tab, and in the **Presentation Views** group, click on the **Slide Sorter** button.
 - Click on the slide to be deleted and press the **Delete** key.
- **Normal View**
 - Click on the **Normal** button at the bottom right of the window
 - **OR** on the **Ribbon**, click on the **View** tab, and in the **Presentation Views** group, click on the **Normal** button.
 - In the **Slide Pane**, click on the slide to be deleted and press the **Delete** key.



Adding Notes to a Slide

- Click on the slide thumbnail to which the notes are to be added.
- Click in the **Notes Pane** and add the desired information.

Pictures

Inserting a Picture from Clip Art

- For best search results, an Internet connection is required.
- On the **Ribbon**, click on the **Insert** tab.
- In the **Illustrations** group, click on the **Clip Art** button.
- In the **Clip Art** pane, type a word in the **Search for** box.
- Click on the **Go** button.
- Scroll through the list to find the desired clipart.
 - The small world icon in the bottom left hand corner of the thumbnail indicates that the picture is located on the Internet at Microsoft's website.
 - The yellow star icon in the bottom right hand corner of the thumbnail indicates the picture is animated.
 - To view the animation, right-click on the thumbnail and choose **Preview/Properties**.
- Click on the desired picture to add it to the slide.
- **Searching for a Different Picture**
 - Enter a new word in the **Search text:** box.
 - Click on the **Go** button.



Inserting a Picture from Files

- On the **Ribbon**, click on the **Insert** tab.
- In the **Illustrations** group, click on the **Picture** button.
- Navigate to the location of the picture, i.e. the **My Pictures** folder.
- Click on the desired picture.
- Click on the **Insert** button.



Copying Pictures from the Internet

- Find the picture on the Internet.
- Right click on the picture and choose **Copy**.
- Click on the slide thumbnail where the picture will be placed.
- Right click on the slide and choose **Paste**.

Saving Pictures from the Internet

- Find the picture on the Internet.
- For a list of picture sites, go to <http://www.davis.k12.ut.us/district/etc/cathy/clipart.html>
- **Note** - Be sure to read the **Terms of Use** on the site with the picture. Don't use it without permission.
- Right click on the picture and choose **Save Picture As...**
- Navigate to where you are going to save the picture, i.e. the **My Pictures** folder.
- Change the name of the picture if desired.
- Click on **Save**.

Deleting a Picture

- Click on the picture.
- Press the **Delete** key.

Moving a Picture

- Click in the middle of the picture and drag it to the desired location.
- **Note** – The cursor changes to a four-headed arrow.

Resizing a Picture

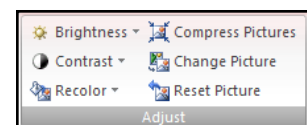
- Click on the picture to select it.
- Move the cursor to a handle (circle) at the corner.
- **Note** – The cursor changes to a double-headed arrow.
- Click and drag towards the center of the picture to make it smaller OR away from the picture to make it larger.

Rotating a Picture

- Double click on the picture.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Arrange** group, click on the **Rotate** button and choose the desired rotation.
- **OR** click on the green dot above the picture and drag the picture to the desired angle.

Adjusting the Brightness of a Picture

- Double click on the picture.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Adjust** group, click on the **Brightness** button and choose the desired brightness.
- **Note** – Holding the cursor over a choice without clicking displays the picture with that choice.



Adjusting the Contrast of a Picture

- Double click on the picture.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Adjust** group, click on the **Contrast** button and choose the desired contrast.
- **Note** – Holding the cursor over a choice without clicking displays the picture with that choice.

Recoloring a Picture

- Double click on the picture.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Adjust** group, click on the **Recolor** button and choose the desired brightness.
- **Note** – Holding the cursor over a choice without clicking displays the picture with that choice.

Setting a Transparent Color

- Double click on the picture.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Adjust** group, click on the **Recolor** button and choose **Set Transparent Color**.
- In the picture, click on the color that is to become transparent.

Picture Styles

- Styles can be quickly applied to pictures.
- Double click on the desired picture.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Picture Styles** group, click on the **More** button (bottom down arrow) of the styles window.
- Click on the desired style.
- **Note** – Holding the cursor over a style without clicking displays the picture with that style.



Changing the Picture Shape

- Double click on the desired picture.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Picture Styles** group, click on the **Picture Shape** button and choose the desired shape.
- **Note** – Holding the cursor over a shape without clicking displays the picture with that shape.

Changing the Picture Border

- Double click on the desired shape or object.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Picture Styles** group, click on the **Picture Border** button and choose the desired border.
- **Note** – Holding the cursor over a border without clicking displays the picture with that border.

Changing the Picture Effects

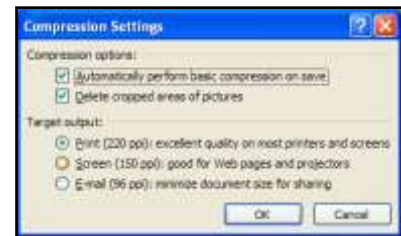
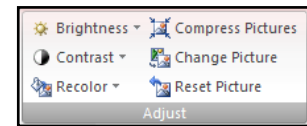
- Double click on the desired shape or object.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Picture Styles** group, click on the **Picture Effects** button and choose the desired effect.
- **Note** – Holding the cursor over an effect without clicking displays the picture with that effect.

Changing the Order of Layered Pictures

- Right click on the picture and choose **Bring to Front** ➔ or **Send to Back** ➔ and the desired option.
 - **Bring to Front** puts the picture on top of all other pictures.
 - **Send to Back** puts the picture behind all other pictures.
 - **Bring Forward** puts the picture above another picture.
 - **Send Backward** puts the picture behind another picture.

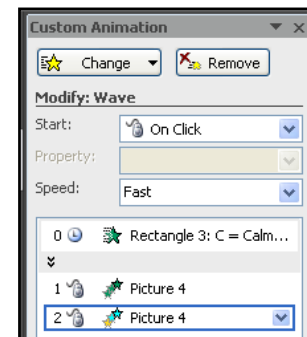
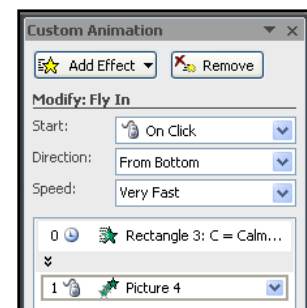
Compressing Pictures

- **Note** - Compressing pictures reduces the file size of the presentation, making it more manageable when moving it, sending it by email, etc.
- Double click on a picture.
- The **Format** tab of **Picture Tools** comes up on the **Ribbon**.
- In the **Adjust** group, click on the **Compress Pictures** button.
- If only the selected picture(s) are to be compressed, click in the box to select **Apply to selected pictures only**.
- Click on the **Options** button.
- In the **Compression options** section, make the desired choices.
- In the **Target output** section, choose **Screen** or **E-mail**.
- Click on **OK**.
- Click on **OK**.



Animating an Object (Text or Pictures)

- Click on the object.
- On the **Ribbon**, click on the **Animations** tab.
- In the **Animations** group, click on the **Custom Animation** button.
- Click on the **Add Effect** button in the **Custom Animation** pane.
- Choose **Entrance**, **Emphasis**, or **Exit**.
- Choose from the available animations in the list.
- (Optional) Decide if the animation should happen on a mouse click or be automatic by clicking on the **Start** down arrow.
- (Optional) Decide on the direction the action will go by clicking on the **Direction**: down arrow.
- (Optional) Decide on the speed of the action by clicking on the **Speed** down arrow.
- **Note** – A preview of the animation displays each time a choice is made.



Changing the Animation

- Click on the object.
- Click on the corresponding number of the object in the animation list.
- Click on the **Change** button and choose a different animation.

Removing the Animation

- Click on the object.
- Click on the corresponding number of the object in the animation list.
- Click on the **Remove** button in the **Custom Animation** pane to remove the previous choice

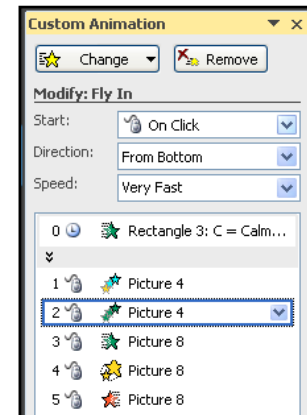
Adding a Delay to an Automatic Animation

- Click on the object.
- Click on the down arrow next to the corresponding number of the object in the animation list.
- Click on **Timing**.
- Change the **Delay** to the desired number of seconds.
- Click **OK**.



Adding Multiple Animations to the Same Object

- Click on the object.
- Click on the **Add Effect** button in the **Custom Animation** pane.
- Choose **Entrance**, **Emphasis**, or **Exit**.
- Choose from the available animations in the list.

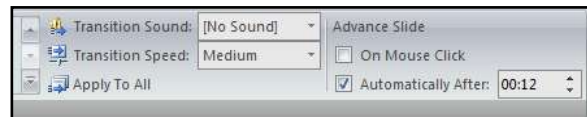


Changing the Order Objects Play

- If the **Custom Animations** screen is not showing:
 - On the **Ribbon**, click on the **Animations** tab.
 - In the **Animations** group, click on the **Custom Animation** button.
- Look at the list in the **Custom Animations** pane showing the order in which objects play.
- Click on the object on the slide to be changed. (The animation in the list is highlighted.)
- Click and drag the animation in the list to the desired playing position.

Slide Transitions

- Click on the desired slide.
- On the **Ribbon**, click on the **Animations** tab.
- In the **Transition to This Slide** group, hold the cursor over a transition without clicking to display the slide with that transition.
- Use the up and down arrows on the right side of the **Slide Transitions** window to scroll through the choices.
- Click on the desired transition.
- **Note** – The question mark at the bottom of the list is for random transitions.
- Adjust the speed of the transition by clicking on the **Transition Speed** down arrow and making the desired choice.
- Add a sound by clicking on the **Transition Sound** down arrow and making the desired choice.
- In the **Advance slide** section, choose either **On Mouse Click**, or set a time for the automatic advance of the slide.
- To apply this transition to all of the slides in the presentation, click on the **Apply to All** button.



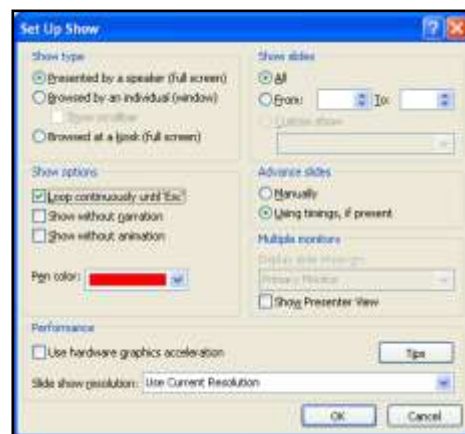
Rehearse Timings

- **Note** – Rehearse timings controls the pacing of the self-running show.
- On the **Ribbon**, click on the **Slide Show** tab.
- In the **Set Up** group, click on the **Rehearse Timings** button.
- Click through the show at the desired pace.
- Notice the timer in the upper left corner of the window which has controls for pause, etc.
- At the end of the slideshow a message will appear asking if you want to keep the new slide timings. Click on **Yes** to keep the timings OR **No** to try again.



Self-Running Show

- **Note** – To have a self-running slide show, the slide transitions must be set to **Automatically after** with a desired length of time.
- On the **Ribbon**, click on the **Slide Show** button.
- In the **Set Up** group, click on the **Set Up Slide Show** button.
- In the **Show Options** section, check the box to **Loop continuously until “Esc”**.
- In the **Advance slides** section, choose **Using timings, if present**.
- Click on **OK**.



Sounds

Adding an Automatic Sound to an Animated Object

- If the **Custom Animations** screen is not showing:
 - On the **Ribbon**, click on the **Animations** tab.
 - In the **Animations** group, click on the **Custom Animation** button.
- Click on the animated object to which the sound is to be attached.
- In the **Custom Animation** pane, click on the down arrow next to the animated object and choose **Effect Options**.
- Click on the **Effect** tab.
- In the **Enhancements** section, next to **Sound**, click on the down arrow and choose the desired sound.
- Click **OK**.



Adding a Clickable Sound to an Object

- Click on the animated object to which the sound is to be attached.
- On the **Ribbon**, click on the **Insert** tab.
- In the **Links** group, click on the **Action** button.
- Click on the **Mouse Click** tab.
- Check the box in front of **Play sound**.
- Click on the down arrow in the box and choose the desired sound.
- **OR** choose **Other Sound...** at the bottom of the list and navigate to the location of the sound.
- Click **OK**.
- **Note** – To hear the sound when playing the slide show, click on the object with the sound attached.

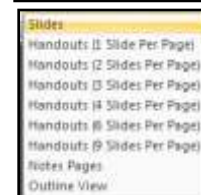


Adding a Sound to a Slide Transition

- Go to the slide that is to have the sound.
- On the **Ribbon**, click on the **Animations** tab.
- In the **Transition to This Slide** group, click on the **Transition Sound** down arrow and make the desired choice.
- **Note** – To hear the sound, hold the mouse over the sound in the list.

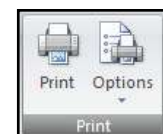
Printing

- Click on the **Microsoft Office Button** and choose **Print → Print Preview**.
- In the **Page Setup** group, click on the **Print What:** button and choose the desired option.
 - Slides** – Prints 1 slide per page.
 - Handouts** – Prints the designated slides per page. (Printing 3 slides per page also prints lines for note taking to the right of the slides.)
 - Notes Pages** – Prints one slide per page with the speaker notes on the bottom half of the page.
 - Outline View** – Prints the outline of the presentation without pictures.
- In the **Page Setup** group, click on the **Orientation** button and choose **Portrait** or



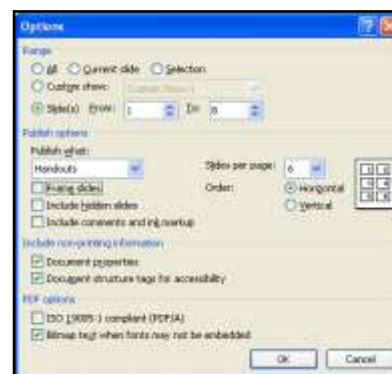
Landscape.

- In the **Preview** group, click on the **Next Page** button or the **Previous Page** button to view each of the pages to be printed.
- In the **Print** group, click on the **Options** button and choose **Scale to Fit Paper** to fit the largest possible image of the slide on the paper.
- In the **Print** group, click on the **Options** button and choose **Frame Slides** to place a wire frame around each slide as a border.
- In the **Print** group, click on the **Print** button.
- Check the settings in the window and change them if desired.
- Click on **OK**.



Saving as PDF

- To save or export a file to PDF, you must first install the **Save as PDF add-in** from the Microsoft Office website.
 - Go to <http://www.microsoft.com>
 - Type **PDF** in the search box located in the upper right corner.
 - Click on the result that says: **Download details: 2007 Microsoft Office Add-in:...**
 - Click on the **Continue** button next to “Validation required.”
 - After your computer has been validated, click on the **Download** button.
 - Click on **Run**.
 - Click on **Run**.
 - Check the box to **Accept the Microsoft Software License Terms**.
 - Click on **Continue**.
 - Click on **OK**.
- Once the PDF add-in has been installed to the computer, open the document that needs to be converted to PDF.
- Click on the **Microsoft Office Button**, place the cursor over **Save As...**, and click on **PDF**.
- Navigate to the location where the PDF document will be saved.
- (Optional) Type in a file name.
- Click on the **Options** button.
- Make choices in the **Options** window to determine what part of the presentation will be included in the pdf.
- Click on **OK** and then click on **Save**.



Templates

- Templates provide the basic format of a document.
- Click on the **Microsoft Office Button** and then click on **New**.
- The **Templates** section displays templates available on the computer.
 - Choose the category of template desired.
 - Click on the desired template.
 - Click on the **Create** button.
- The **Microsoft Office Online** section connects to templates available online from Microsoft.
 - Choose a category and click on the desired template.
 - Click on the **Download** button.
 - The template opens in **PowerPoint**.
 - **Note** – The document should be saved to the computer.

